

**U.S. Department of the Interior
National Park Service**

**NPS Digital Library Program
Information Services Division
National Information Systems Center
Office of the Chief Information Officer**

NPS Focus Policy on Publishing Digital Resources to the Web

Appendices: Forms

[date of final version]

THIS IS AN EARLY DRAFT AND HAS NO OFFICIAL APPROVAL – June 27, 2005

Form1: Model Release Form for Use of Likeness in Image, Audio or Video

Form 2: Deed of Unrestricted Transfer of Rights of Information Resource(s)

Form 3: Deed of Restricted Transfer of Rights of Information Resource(s)

[PLEASE NOTE: Although other forms in use in the NPS were consulted when they were available, the following forms are completely new drafts that address issues unique to the creation of digital content (or obtaining it by means other than work done by NPS staff) and the publishing of this content to the NPS Focus system.]

United States Department of the Interior
National Park Service

Model Release Form for Use of Likeness in Image, Audio or Video

Name of Person in Image, Audio or Video

Telephone:

Name of Legal Guardian (if person is child younger than 18 years)

Email:

Address (Number, Street, City, State, and Zip)

Brief description of content of image:

(example: Participant in tour group given on April 10, 2005 at De Soto National Memorial, Florida)

I hereby grant to the National Park Service (NPS) the absolute and irrevocable right and permission, in respect to the digital images, photographs or audio or video recordings (and their transcripts) in which I appear the full rights to this content including the right to publish it with my name electronically and/or in print.

I understand that the NPS may use, reuse, publish, republish, and modify in whole or in part this content for NPS business. I further understand that the image, sound or video (or its transcript) will now fall into the public domain and may be accessed and reused according to legal guidelines for the use of public domain content.

I hereby release and discharge the NPS from any and all claims arising out of the use of the image, audio or video (or its transcript) including but not limited to libel or invasion of privacy.

I am an adult of eighteen years or older – or – I am the parent or legal guardian of the child under the age of eighteen who appears in the image, audio or video (or its transcript).

Signature of model (or legal guardian)

Date

This release form was collected by this person on behalf of the National Park Service

Name:

Title:

Park/Address:

**United States Department of the Interior
National Park Service**

Deed of Unrestricted Transfer of Rights of Information Resource(s)

Name of Donor(s)

Telephone:

Company or other Affiliation (if any)

Email:

Address (Number, Street, City, State, and Zip)

Whereas the National Park Service is dedicated to the preservation of information resources significant to the interpretation of the National Parks throughout the United States,

I/We do hereby unconditionally donate to the National Park Service, for its unrestricted use, the item(s) listed below.

I/We certify that I/we hold free and clear title, copyright, or other designation of legal ownership to this/these information resource(s) and that I/we may dispose of it/them in any manner that I/we may determine.

I/We certify that if this donation is made on behalf of a company or organization that I/we am/are duly authorized to make this donation in its behalf.

Donor(s) signature

Name

Date

Name

Date

Description of Information resource(s)

Include quantity, format, size and condition

The National Park Service hereby gratefully acknowledges the receipt of the item(s) listed above.

Signature:

Date:

Name:

Title:

Park/Address:

**United States Department of the Interior
National Park Service**

Deed of Restricted Transfer of Rights of Information Resource(s)

Name of Donor(s)

Telephone:

Company or other Affiliation (if any)

Email:

Address (Number, Street, City, State, and Zip)

Whereas the National Park Service is dedicated to the preservation of information resources significant to the interpretation of the National Parks throughout the United States,

I/We do hereby donate to the National Park Service, for its restricted use, the item(s) listed below under the following conditions (circle as appropriate):

- ✓ **The National Park Service MAY / MAY NOT publish this/these resource(s) in NPS publications including those published electronically.**
- ✓ **The National Park Service MAY / MAY NOT authorize its friends and partners who represent the NPS in the non-profit private sector to re-use or re-publish this/these resources in any initiative undertaken for the benefit of the National Park Service.**
- ✓ **The National Park Service MAY / MAY NOT authorize the re-use of this/these resources to third parties who are not affiliated with the NPS and not working in behalf of the NPS.**

I/We certify that I/we hold free and clear title, copyright, or other designation of legal ownership to this/these information resource(s) and that I/we may dispose of it/them in any manner that I/we may determine.

I/We certify that if this donation is made on behalf of a company or organization that I am/we are duly authorized to make this donation in its behalf.

Donor(s) signature

Name

Date

Name

Date

Description of Information resource(s)

Include quantity, format, size and condition

The National Park Service hereby gratefully acknowledges the receipt of the item(s) listed above.

Signature:

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